



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 15, 2019

Robert Webster
Superintendent
RSU 73
9 Cedar Street
Livermore Falls, ME 04254

Dear Superintendent Webster:

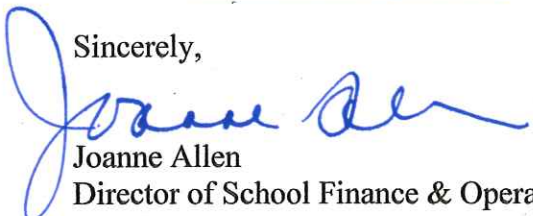
An Administrative Review of the RSU 73 Schools Nutrition Program was conducted on February 11, 2019.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by April 22, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way please feel free to contact Michele Bisbee at 624-6708 or email michele.bisbee@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/MB/pn

Enclosure

**Administrative Review Report
RSU 73 School Nutrition Program
2/11/19**

Introduction

The RSU 73 School Nutrition Program was reviewed. Spruce Mountain Elementary School was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- One application was found to be incomplete. This will need to be corrected.

Verification- The correct timeline for the change in benefits due to verification was not used. Corrective action will be required.

Meal Counting and Claiming- A review of the menu and production records showed that the meal pattern requirements are being followed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Review Period

One week of menus and production records were reviewed for the week of January 7, 2019. Based on the records provided all breakfast and lunch requirements were met.

Day of Review

All meal pattern requirements were met for both meals. It was observed that signage explaining what makes a reimbursable meal were missing. This was corrected during the on-site review.

Production Records: Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were completed correctly.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. RSU 73 does not receive town support.

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	42.17%
Percentage of Labor to Total Revenue	50-55%	50.03%
Percentage of Other to Revenue	<u>5-10%</u>	<u>5.52%</u>
	100%	97.72%

Meal Charging- The School Nutrition Program does not have a charging policy/procedure. Corrective action will be required.

General Program Compliance

Food Safety and Sanitation- Health Inspection reports were not displayed for public view, this was corrected while on site. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file but had not been reviewed in a while, they are being reviewed on March 22, 2019

Civil Rights- No findings.

On-Site Monitoring- On-Site monitoring forms were reviewed and it was found that only one meal service at each school had been observed. Corrective action is required.

Wellness Policy- The draft wellness policy was reviewed and it exceeds the requirements of the Child Nutrition Programs. This policy will need to be approved by the board. Corrective action is required.

Training/Professional Standards- The staff at RSU 73 is on track to completing their professional standards hours. They are scheduled to complete their hours on March 22, 2019.

Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

Dora York and the staff at RSU 73 run a wonderful program for the students in their district. The RSU 73 Nutrition Program does not receive any town support and Dora does a wonderful job monitoring her program costs to ensure that she does not exceed her income. It was a pleasure to work with Dora and her staff and I look forward to working with them in the future.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 73

Local Education Official: Robert Webster

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments.

Finding 1 – Performance Standard 1: Certification and Benefit Issuance – *One application was found to be incomplete*

Corrective Action: Provide the reviewer with documentation of the signed application or documentation that the child's status has been changed in the system.

Date Due: COMPLETED

Estimated Fiscal Action: \$17.49

Finding 2 – Performance Standard 1: Verification – *Incorrect timeline for benefit change due to verification*

Corrective Action: submit a plan to the reviewer explaining how this will be corrected in the future.

Date Due: April 22, 2019

Estimated Fiscal Action: None

Finding 3 – General: Meal Charging Policy - *RSU 73 currently does not have a meal charging policy.*

Corrective Action: Submit a School Board approved meal charging policy

Date Due: April 22, 2019

Estimated Fiscal Action: None

Finding 4 – General: Local Wellness Policy – *RSU 73 has a draft policy that meets all the standards but needs to be approved by the school board.*

Corrective Action: Submit a School Board approved Wellness Policy.

Date Due: April 22, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michele le Bisbee

Date 3/15/18

You may be subject to a revisit if the error tolerance level was exceeded.

1st Review Revisit

Date Mailed to School/Institution Official 3/18/19

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0023

Superintendent

Signature of Local Education Agency Official

Title

Date